HELLENIC REPUBLIC
MINISTRY OF FINANCE

GENERAL DIRECTORATE OF CUSTOMS & EXCISE DUTIES
DIRECTORATE OF CUSTOMS INFORMATIONAL SYSTEMS SUPPORT

ICiSnet Electronic Authorizations

User's Manual

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e-service of Electronic Authorization Management

The electronic Authorization (e-authorization) service is intended for use only by TAXISnet certified users (natural persons or legal entities) that want to authorize another TAXISnet certified user in order to submit Custom documents on their behalf.

I. How to create an e-Authorization

1. Go to Greek Customs and ICISnet home page by typing the following address in your internet browser.

www.customs.gov.gr

2. From the home page Select **e-Transactions**

Γενική Γραμματεία Πληροφοριακών Συστημάτων
ICISNET
ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
Υπουργείο Οικονομικών
ΕΛΛΗΝΙΚΑ ΤΕΛΩΝΕΙΑ
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April, 2012
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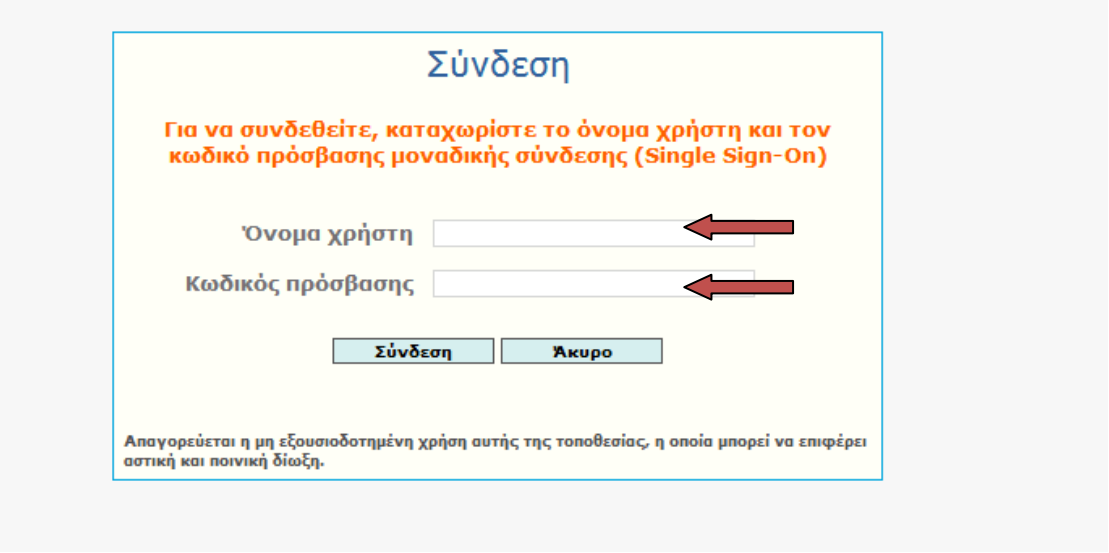
Highlighted Issue (1 of 3)
1 2 3
Έκθεση για τα Ναρκωτικά στην Ελλάδα
Η ετήσια έκθεση του Σ.Ο.Δ.Ν. - Ε.Μ.Π. παρουσιάζοντας την καταπολεμική πρακτική και δραστηριότητα στον τομέα παραγωγής και διακίνησης των ναρκωτικών ουσιών έχει ως στόχο να συνδράμει, αφενός μεν τις διωκτικές αρχές ώστε να γίνουν ο καταλύτης για θετικότερες εξελίξεις, αφετέρου δε να ενημερώσει κάθε ενδιαφερόμενο αναγνώστη για την δράση και αποτελεσματικότητα των διωκτικών μας αρχών και την επικρατούσα κατάσταση ανά ναρκωτική ουσία
General Items
Registration on Customs Electronic Transactions
This site aspires to be the central portal for all the Greek Customs Services and to provide complete and accurate information to citizens, customs officials and traders. To register click on the title.
05 Mar 2012
Test environment to test the export domain
We would like to inform you that in our test environment it ispossible to test the export domain. You can test the submission of messages for: Export SAD (IE515), Exit Summary, Declaration (IE615), Arrival notification at exit (IE507), Export manifest (IE547), Pre-loading
Services to Citizens
e - Transactions
Services to Public Bodies
Services to Employees
Login
Login to Portal
Faq
Rates
Travellers
My needs

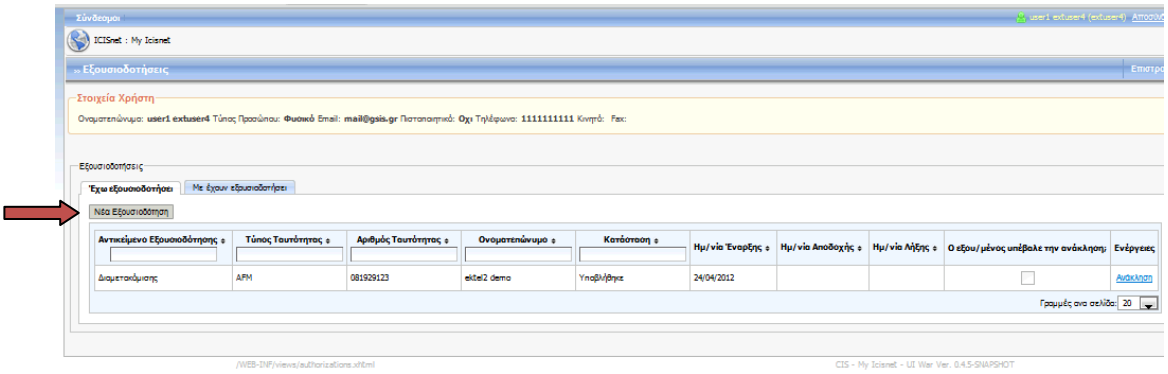
3. Select **Authentications** item from the e-services list.

4. In the log in screen type the **username (Όνομα χρήστη)** and **password** (**Κωδικό πρόσβασης)** provided by TAXISnet and select **Σύνδεση (log in).**



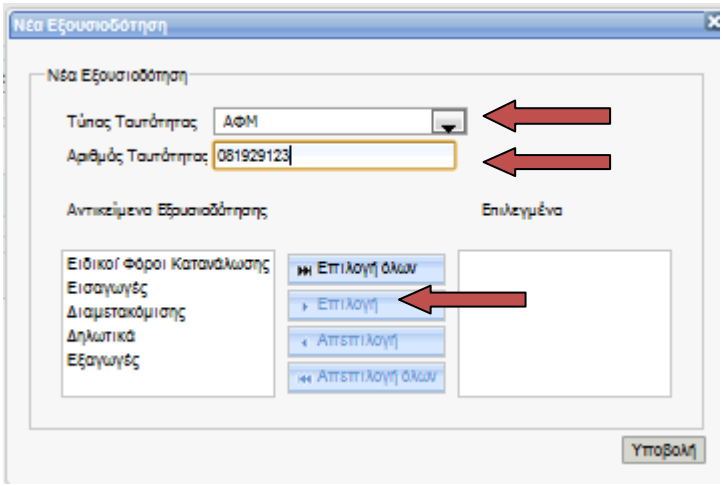
If the credentials that you entered are valid the home screen of e-Authorizations application will be displayed.

In this screen there are two (2) tabs **«Έχω εξουσιοδοτήσει» (I have authorized)** and **«Με έχουν εξουσιοδοτήσει» (I have been authorized),** and the button **Νέα εξουσιοδότηση (new authorization).**

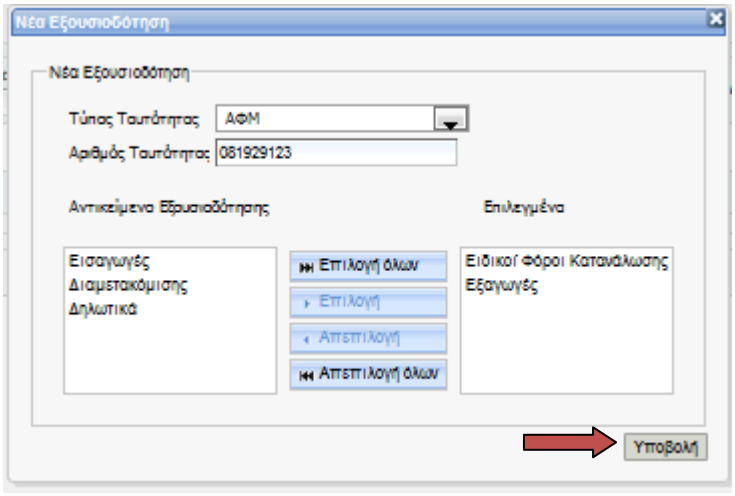


5. Remain in the Tab **«Έχω εξουσιοδοτήσει»** and select **Νέα Εξουσιοδότηση**
In the displayed window select the **identification type (τύπος ταυτότητας)** of the user that you want to authorize (in this case it should be ΑΦΜ-vat number) and fill in the **identification number (αριθμός ταυτότητας**) of the chosen identity type.

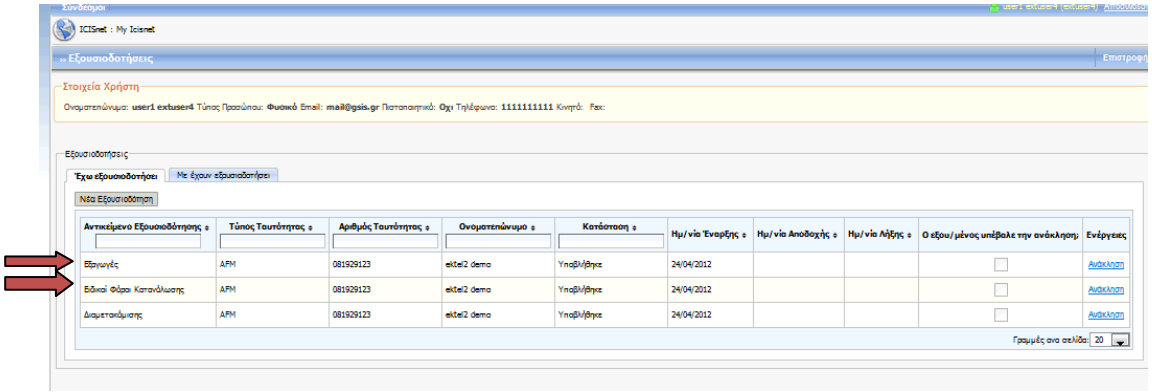
ATENTION: Custom brokers should only be e-authorized using their ΑΦΜ (Vat Number) as identification ID and not their EORI mumber, even if they have one.



6. Select the ICISnet subsystems for which you want to create the e-authorization and click **επιλογή (select)**. In order to complete the procedure click **Υποβολή (submit)**.

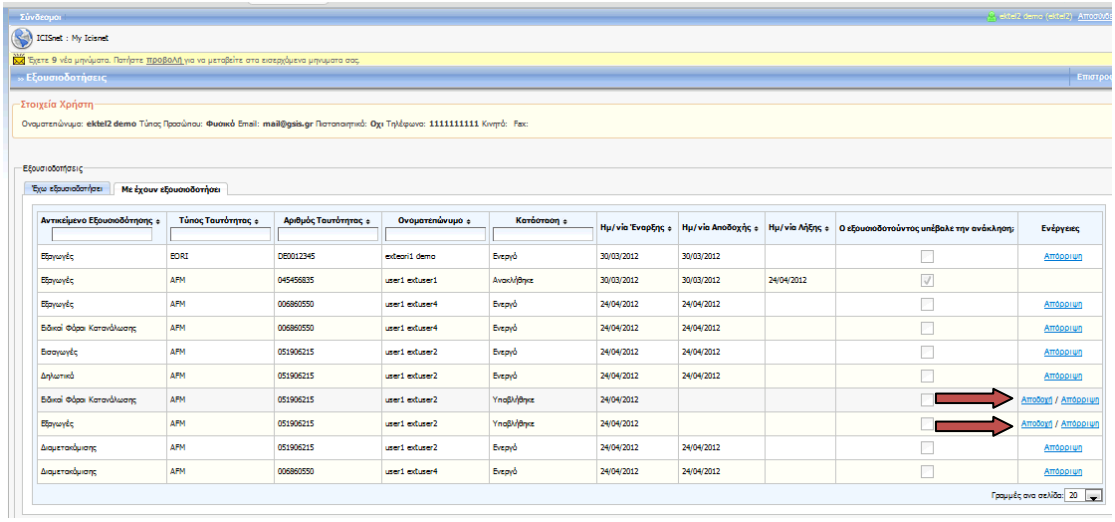


Following the submission, a message concerning the status of the procedure is displayed. The application returns to the home screen of e-authorizations, demonstrating the new items that have been created.

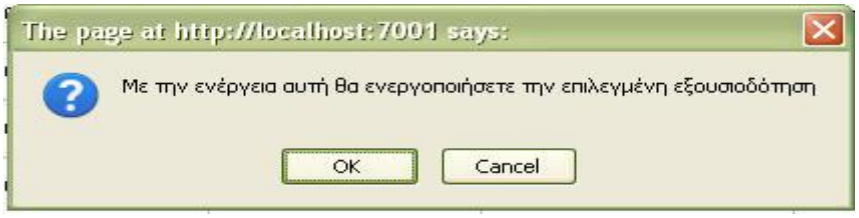


II. How to accept an e-Authorization

Following the steps above, the authorization recipient is able to see the e-authorizations that have been assigned to their account in order to select **Αποδοχή** (**Accept)** or **Απόρριψη (reject).**



A message warning you about the status change is shown.



(ACCEPT AUTHORIZATION)

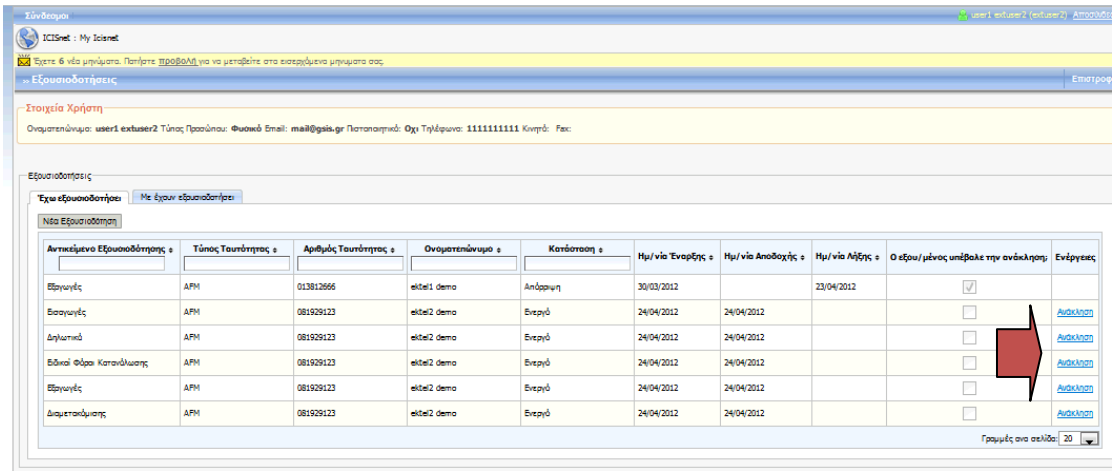
or

(REJECT AUTHORIZATION)

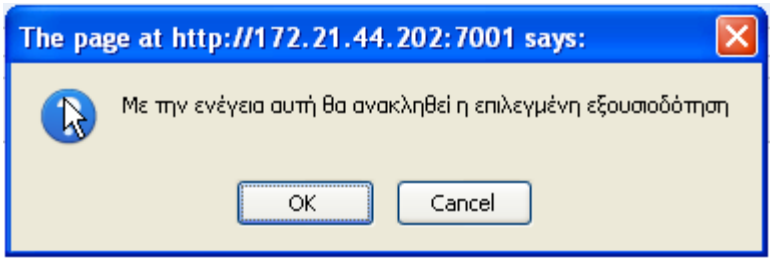
By clicking **OK,** depending on your choice, the application demonstrates a message, showing the status of the e-authorization.

III. How to decline an e-Authorization

Both sides (authorization creator and authorization recipient) are able to decline a completed e-authorization.



By selecting **Ανάκληση**,**(Decline)** from the home screen of the application, a warning a message concerning the e-authorization status change is demonstrated.



By clicking **OK** another message informing about the outcome of the action is showed.
And the e-authorization status changes from **Ενεργή (Active)** to **Ανακλήθηκε (Declined).**